OCT 2 8 2005

Dear Grantee:

As many of you are aware, in fiscal year 2005, IHS grants management began to encourage our applicants to use Grants.gov FIND and APPLY in order to submit funding opportunities electronically via Grants.gov. We encouraged our applicants to apply electronically in an effort to introduce them to the electronic application process as well as meet the President's Management Agenda goal of our applicant communities submitting 70 electronic submissions. While our grantees made every effort to comply with us encouraging them to submit applications electronically, we still did not meet the goal. Therefore, effective January 1, 2006, in order to comply with the Department of Health and Human Services' implementation of the e-Government initiative, IHS will make it mandatory that all grant applications (new applications, competing continuation applications, and non-competing continuation) be submitted electronically through Grants.gov with the exception of unsolicited proposals and the Scholarship Program. Unsolicited proposals are generated solely on the applicant's own initiative and not in response to any general or specific guidance or announcement issued by the awarding office or any informal solicitation by the awarding office official. All unsolicited proposals must be submitted in hard copy to the OMS, Grants Policy Staff (GPS) (contact information below) for review and determination of the appropriate funding instrument.

In order to make this transition smooth for our grantees, each IHS funding opportunity announcement for competitive grant applications will clearly outline the Grants.gov electronic submission process. This information will include a link to the Grants.gov web site where there are documents that provide solid instructions on how to get started with the registration process in Grants.gov as well as provide grantees with access to Grants.gov Customer Support. For IHS non-competing continuation applications, the Grants.gov guidance will be included in the continuation letters that are generated from the Division of Grants Operations (DGO). In order to provide adequate outreach and education in the area of electronic grant submissions, DGO and the GPS will schedule two training sessions early in fiscal year 2006 with Grants.gov representatives for all of our grantees and program staff. The dates, times, and location of the two training sessions will be forthcoming as plans are finalized. In providing this type of training, grantees can effectively use Grants.gov; thereby, increasing the number of electronic submissions.

In an effort to encourage wide-spread usage of Grants.gov the system administrators continue to make improvements on the system such as updating the Pure Edge software program, providing online application training that is located in the customer support section, and so much more. HHS maintains an open line of communication between the Federal agencies, applicants, and trained Grants.gov technicians. They have established a government-wide committee to assist with making improvements to the system based on

consistent issues and needs that are encountered by potential applicants and/or grantees. We are confident with this type of support that Grants.gov will continue to meet all of the needs of our applicants.

In conclusion, as HHS moves toward full implementation of the e-Government initiative in the future, the DGO and GPS strongly believe that our new requirement for mandatory use will prove valuable to our grantees. In order to stay abreast of the changes that take place in the Grants.gov system, the DGO and GPS will maintain a high level of involvement in the various HHS Grants.gov meetings and/or committees. Any information that is relayed in the HHS-wide Grants.gov meetings that will affect our grantee communities will be relayed to all program staff by grants policy in a timely manner.

Finally, a formal memo will be sent out to all Tribal Leaders and applicable grantee organizations notifying them of the change in our Grants.gov requirements. Please do not hesitate to contact Ms. Michelle G. Bulls directly on (301) 443-6528 if you have any questions with the implementation of the new Grants.gov requirements. Thanks, in advance, for your time.

Athena S. Elliott, M.P.A., Director
Office of Management Services

cc: Authorized Organizational Official

You must submit your application to us in electronic format. To submit an application electronically, please use the http://www.Grants.gov site. If you use Grants.gov, you will be able to download a copy of the application package, complete it off-line, and then upload and submit the application via the Grants.gov site. You may not e-mail an electronic copy of a grant application to us. IMPORTANT NOTE: To submit an electronic application, you must complete the Organization registration process as well as obtain and register "electronic signature credentials" for the Authorized Organization Representative. It is important to start this process early, well in advance of the application deadline, since this may take more than five business days. **(See attached Organization Registration Checklist, and complete ALL steps early.)**

Please note the following:

- Electronic submission is mandatory.
- When you enter the Grants.gov site, you will find information about submitting an application electronically through the site, as well as the hours of operation. We strongly recommend that you do not wait until the application deadline date to begin the application process through Grants.gov. We encourage applicants to submit electronically well before the closing date and time so that if difficulties are encountered they can be addressed prior to the deadline date.
- To use Grants.gov, you, as the applicant, must have a DUNS Number and register in the Central Contractor Registry (CCR). You should allow a minimum of five days to complete the CCR registration.
- The electronic application is submitted by the Authorized Official Representative (AOR). To submit electronically, the AOR must obtain and register electronic signature credentials approved by the organization's E-Business Point of Contact who maintains the organization's CCR registration. Checklists are maintained on http://www.grants.gov/GetStarted .
- You may submit all documents electronically, including all information typically included on the Standard Form 424 and all necessary assurances and certifications. We recommend you visit Grants.gov at least 30 days prior to filling your application to fully understand the process and requirements.
- Your application must comply with any page limitation requirements described in this program announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from Grants.gov that contains a Grants.gov tracking number. The Indian Health Service will retrieve your application from Grants.gov.
- We may request that you provide original signatures on forms at a later date.
- **You may access the electronic application for this program on http://www.Grants.gov. Your application package can be downloaded by using the following funding opportunity number: HHS-2006-IHS-CONT-IPP**
- You may search for the downloadable application package by The Catalog of Federal Domestic Assistance (CFDA) number.

Applicants must demonstrate proof of non-profit status before the award date. We strongly suggest that you attach it with your electronic application. For electronic application "proof of non-profit status" and any other required documentation may be scanned and attached as an "Other Attachment." Proof of non-profit status is any one of the following:

a. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in the IRS code.

b. A copy of a currently valid IRS tax exemption certificate.

c. A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.

d. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

e. Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take three to five days depending on your organization. The CCR registration information should be updated annually.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Has my organization identified its DUNS Number? • Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. • If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.	• The Federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. • DUNS Numbers identify your organization.	• Same Day. • You will receive DUNS Number information at the conclusion of the phone call.	☐
2. Has my organization registered with the Central Contractor Registry (CCR)? • Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. • If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov . CCR has developed a worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at http://www.ccr.gov/CCRRegTemplate.pdf . • When your organization registers with the CCR, you will be required to designate an **E-Business Point of Contact (E-Business POC)**. This person will be given a special password called an "M-PIN". This password gives him or her sole authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. • Staff members from your organization designated to submit applications are called **Authorized Organization Representatives (AORs)**	• Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission. • Registering with the CCR is required for organizations to use Grants.gov.	• 1-3 days to gather the internal organization information and prepare the application. • 2-3 days from the point of submitting the CCR Registration. • The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization.	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
• If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423. • The E-Business Point of Contact will need to know the M-PIN within the CCR Profile in order to be able to login at Grants.gov. • Use the worksheet located on the CCR website (http://www.ccr.gov/CCRRegTemplate.pdf) to aid you with the CCR registration. Your organization can apply by phone: 1-888-227-2423 or you may register online at http://www.ccr.gov.			
3. **Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a unsername and password?** • AORs must register with the Credential Provider to obtain their usernames and passwords at https://apply.grants.gov/OrcRegister . • After your organization registers with the CCR, AORs must wait **3 business days** before they can obtain their usernames and passwords.	• Receive a username and password to submit applications through Grants.gov • AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.	• Same Day. • AORs will receive a username and password when they submit the information.	☐
4. **Have those individuals who will officially submit applications on behalf of the organization registered with Grants.gov for an account?** • AORs must register with Grants.gov for an account at https://apply.grants.gov/GrantsgovRegister . They will need to enter the username and password they received when they registered with the Credential Provider (obtained in Step 3).	• This creates an account on Grants.gov that allows AORs to submit application son behalf of the organization and track the status of submitted applications.	• Same Day. • AORs will be registered when they submit the information.	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
5. Has my E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization? • When an AOR registers with Grants.gov, your organizations's E-Business POC will receive an email notification. • Your E-Business POC must then log into Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications: https://www.grants.gov/ForEbiz . *(You will only be able to log into the EBiz section of Grants.gov, after an individual from your organization registers with Grants.gov.)* • When an E--Business POC approves an AOR, Grants.gov will send the AOR confirmation e-mail • AORs can also log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.	• Only the E-Business POC can approve AORs. • This allows your organization to authorize specific staff members to submit grants.	• Depends on how long it takes the E-Business POC to log in and approve the AOR. • AORs can also log into Grants.gov to check if they have been approved.	☐

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State Government B. County Government C. Local Government D. City or Township Government G. Special District H. Independent School District I. Public/State Controlled Institution of Higher Education J. Private University Institution of Higher Education K. Native American Tribal Government (Federally Recognized) L. Individual M. For-Profit Organization (Other than small business) N. Other (Specify) O. Nonprofit Organization (Other than Institution of Higher Education) P. Native American Tribal Government (Other than Federally Recognized) Q. Public/Indian Housing Authority R. Small Business	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

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General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent, budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) *and not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a single program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications leave column © and (d) blank. For each line entry in Columns (a) and (b), enter in columns (e), (f) and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For *continuing* grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns © and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns © and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 – Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i – Show the totals of Lines 6a to 6h in each column.

Line 6j – Show the amount of indirect cost.

Line 6K – Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as sown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 – Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

SF-424A (Rev. 7-97)

CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE

Public Law 103227, Part C Environmental Tobacco Smoke, also known as the Pro Children Act of 1994, requires that smoking not be permitted in any portion of any indoor routinely owned or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 per day and/or the imposition of an administrative compliance order on the responsible entity.By signing and submitting this application the applicant/grantee certifies that it will comply with the requirements of the Act.

The applicant/grantee further agrees that it will require the language of this certification be included in any subawards which contain provisions for the children's services and that all subgrantees shall certify accordingly.